

**Cedar Falls Planning and Zoning Commission
Regular Meeting
May 26, 2021
In person and via videoconference
Cedar Falls, Iowa**

MINUTES

The Cedar Falls Planning and Zoning Commission met in regular session on May 26, 2021 at 5:30 p.m. at City Hall and via videoconference due to precautions necessary to prevent the spread of the COVID-19 virus. The following Commission members were present: Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears. Holst was absent. Karen Howard, Community Services Manager, and Thomas Weintraut, Planner III, were also present.

1.) Chair Leeper noted the Minutes from the May 12, 2021 regular meeting are presented. Ms. Lynch made a motion to approve the Minutes as presented. Ms. Saul seconded the motion. The motion was approved unanimously with 8 ayes (Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

2.) The first item of business was an easement vacation for 422 Main Street. Chair Leeper introduced the item and Mr. Weintraut provided background information. He explained that the property is owned by Dan Fencil and pertains to the parking lot north of 422 Main Street. The owner has been approached about redeveloping the site and the easement going through the middle of the lot would make that difficult. The applicant has submitted a new easement to replace the easement he has requested to be vacated. The new easement agreement was approved by City Council at their last meeting and involves cutting a path through an existing parking lot island to create a clear path for vehicle traffic. Staff recommends the vacation of the current easement and if recommended for approval by the Commission will place this on the Council agenda, once the required changes are made to the site to create a clear path for the new easement.

Mr. Schrad made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved unanimously with 8 ayes (Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

3.) The next item for consideration by the Commission was a projecting sign and an awning sign at 2125 College Street, Suite E in the College Hill Neighborhood Overlay District. Chair Holst introduced the item and Ms. Howard provided background information. She explained that a 30 square foot projecting sign is proposed that will project about 4 feet over the public right-of-way. She noted that there is 10 feet of clearance above the public right-of-way and that existing awning fabric will be replaced with new fabric that includes a sign. Both signs meet city code requirements and staff recommends approval of the submitted design review application.

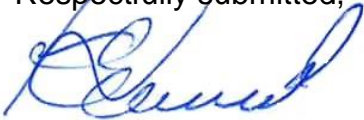
Ms. Saul made a motion to approve the item. Ms. Sears seconded the motion. The motion was approved unanimously with 8 ayes (Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

- 4.) Ms. Howard mentioned that the Governor's Health Emergency Proclamation expires at the end of May. If she does not renew the proclamation, meetings will likely go back to being in-person only. More information will be provided to the Commission prior to the next meeting.

As there were no further comments, Ms. Lynch made a motion to adjourn. Ms. Sears seconded the motion. The motion was approved unanimously with 8 ayes (Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

The meeting adjourned at 5:38 p.m.

Respectfully submitted,



Karen Howard
Community Services Manager



Joanne Goodrich
Administrative Assistant